

8 February 1978
DRAFT

MEMORANDUM FOR:

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FROM:

Chief, Printing and Photography Division

SUBJECT:

Office of Security and Finances Role in
Micrographics Consolidation

1. In the ISAS/P&PD proposed consolidation plan, the Office of Security and Office of Finance micrographics units would essentially stay in the same. P&PD already provides support to these units in film processing and duplication. Film that is used in their cameras is purchased and supplied by P&PD. There were no personnel, equipment, or space savings in these units indicated in the initial study. The support personnel necessary for their functions were incorporated in the overall positions needed in the consolidated facility.

2. It was felt initially that P&PD should manage the resources necessary to support these functions. This action, however, would offer only one significant advantage, that of career development of those employees within the P&PD micrographics/photography career group. Therefore, the present arrangement of technical, processing, and duplication support to these facilities may be preferable to overall P&PD management of the Security and Finance personnel and space.

3. If the overall consolidation plan was approved, the filming of Security documents could be accomplished in the Headquarters facility or the P&PD main plant. The filming of Security files are not time dependent, therefore, they could be scheduled in with other production runs. Efficient scheduling of this work through the consolidated plant could save one position from the present Security TO. This consolidation could also save approximately 400 feet of headquarters floor space, and eliminate one microfiche camera. If the file preparation, review, and analysis operation of the Security Microfiche Branch was relocated to another branch within Security, a further reduction in space and positions may be possible. Security could be reluctant to allow non Security personnel to have access to their files, but P&PD personnel already have access to them when they process and duplicate microfiche produced by Security.

The Office of Finance, which has its filming unit in Key building would be difficult to consolidate. If the filming was done in P&PD, two microfilm cameras could be eliminated and approximately 400 square feet of floor space saved. However, due to amount of file preparation necessary, and the nature of the documents, no personnel savings could be realized in the Office of Finance.

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